

## NC Report Cards

Report Cards are run at the school level at the end of each reporting term. Grades must be stored prior to running the report cards.

**Navigation:** Start page > Reports > State Reports > NC DPI Reports > North Carolina Report Card

**Important:** Report cards must be run at least one day AFTER grades are stored in order for the report to pick up the information.

If the user has access to more than one school it is important to make certain the correct school is selected from the **School** field on the Start page.

The screenshot shows the PowerSchool interface. On the left is a 'Functions' sidebar with a 'Reports' section containing 'System Reports', 'ReportWorks', and 'State Reports' (highlighted with a red box). The main area is titled 'Reports' and has tabs for 'System', 'ReportWorks', 'Dashboards', 'Engine', 'Setup', and 'NCDPI Reports' (highlighted with a red box). Under 'NCDPI Reports', there are two sections: 'North Carolina Specific Reports' and 'Transportation'. The 'North Carolina Specific Reports' section lists 'Athletic Eligibility', 'North Carolina Report Card' (highlighted with a red box), and 'North Carolina Transcript'. The 'Transportation' section lists 'TIMS Extract'.

The screenshot shows the 'NC Report Card' configuration form. It has two columns: 'Option' and 'Value'. The options and their values are as follows:

Option	Value
Students to scan	<input checked="" type="radio"/> The selected 186 students <input type="radio"/> All 577 currently enrolled students
Sort Order	<input checked="" type="radio"/> Last Name <input type="radio"/> Grade Level <input type="radio"/> Homeroom
Include Principal Signature Line	<input checked="" type="checkbox"/>
Include Parent Signature Line	<input checked="" type="checkbox"/>
Teacher Comment Term	Q1
School Message (Printed on report)	<div></div>
Page Layout	Portrait
Number of grade columns	6
Column 1 End Date	<input type="text"/> (MM/DD/YYYY)
Column 2 End Date	<input type="text"/> (MM/DD/YYYY)
Column 3 End Date	<input type="text"/> (MM/DD/YYYY)
Column 4 End Date	<input type="text"/> (MM/DD/YYYY)
Column 5 End Date	<input type="text"/> (MM/DD/YYYY)
Column 6 End Date	<input type="text"/> (MM/DD/YYYY)

A 'Submit' button is located at the bottom right of the form.

## NC Report Cards

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1. On the **NC Report Card** screen, enter the information for each of the following fields:

- a. **Students to scan** = All students in the school or a selection of students

- b. **Sort Order** =

- i. **Last Name** – sorts students by their last name
    - ii. **Grade Level** – sorts students by grade level
    - iii. **Homeroom** – sorts students by their homeroom

*Note:* The **Homeroom** field is populated on the Modify Info screen.

- c. **Include Principal Signature Line** = check to include a line for the principal's signature

- d. **Include Parent Signature Line** = check to include a line for the parent's signature

- e. **Teacher Comment Term** = select the term from which to include teacher comments on the report card.

- f. **School Message (Printed on report)** = type in a message to be printed on each report card.

- g. **Page Layout**

- i. **Portrait** = allows the maximum of 6 end date columns

- ii. **Landscape** = allows the maximum of 8 end date columns

- h. **Column End Date** – This date **MUST be the day after the Permanently Stored Marks Process was completed**. (E.g. if grades were stored on 9/26/2013, the date entered in this column must be at least 9/27/2013).

**Important:** When storing grades for track schools, be sure the track for which you are storing is selected on the Permanently Store Marks Form. If you are running the report card for a track, be sure the dates line up with the store dates for the specific track, or the marks will appear to be in the wrong columns on the report card. The dates of these columns look at the Permanently Stored Mark date to determine in which column the marks appear.

2. Click **Submit**.

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